



# **Punnetts Town Community Primary School**

## **Health and Safety Policy**

**Date:** January 2018

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# 1. General Policy Statement

The headteacher and governors of Punnetts Town Community Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

In all instances in this document, Headteacher is Executive Headteacher – Inez Morse and in her absence, Head of School – Catherine Winter

It is the intent of the headteacher and governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The headteacher and governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the headteacher and governors will undertake to ensure compliance with policy and guidance produced by the Children's Services Department.

This policy assumes the adoption of all of the ESCC Health and Safety Policies referred to in this document. Copies of these policies are held on the Punnetts Town CP School Computer Network in Staff/POLICIES/Health and Safety.

The headteacher and governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the headteacher and governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

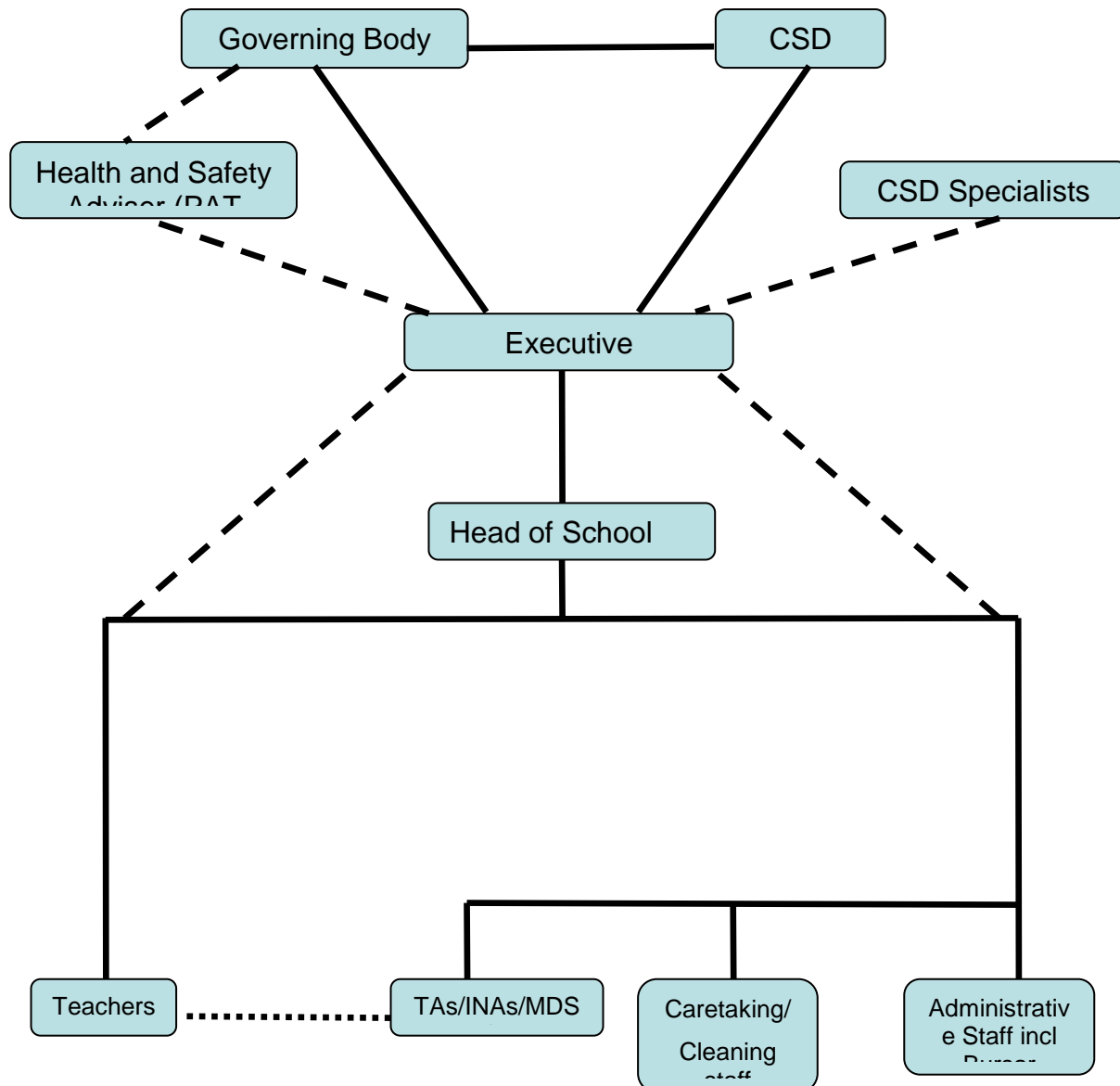
Signed ..... Headteacher Date .....

This policy was endorsed by the Board of Governors at their meeting on 12 January 2018.

Signed ..... Chair of Governors Date .....

## 2. Organisation within the School to meet the requirements itemised under the General Policy Statement.

Ultimately the responsibility for all school organisation and activity rests by definition, with the Headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as below.



## **3. Safety Responsibilities of Groups and Individual Members of Staff are as follows:**

### **3.1 The Governing Body**

The Governing Body in its role as controller of premises will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2, 3 and 4 of the Health & Safety at Work etc Act 1974.

In order to discharge this responsibility, the Governing Body will:

- a. ensure, by attending regular health and safety training and receiving copies of all health and safety circulars, that the Children's Services' Health and Safety Policy is complemented by the school's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents;
- b. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments); reactive monitoring (accident/incident investigation) and rectifying identified faults within the school as outlined within Children's Services policy and guidance;
- c. ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- d. nominate a Health and Safety Governor;
- e. receive updates on the school development plan for health and safety at each meeting from the Health and Safety Co-ordinator/Health and Safety Governor in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary;
- f. to consider information, statistics and reports relating to health, safety and welfare matters;
- g. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

### **3.2 Headteacher**

The Headteacher has overall responsibility for safety policy, organisation and arrangements throughout the school and will undertake the role of health and safety co-ordinator. In particular the Headteacher will:

- a. provide liaison with Inspectors: Local Authority, Department for Education and Health and Safety Executive with regard to safety aspects;
- b. budget for safety and health matters;
- c. review the Safety Policy annually and when significant changes occur within the organisation of the school;

- d. develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
- e. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- f. ensure all portable electrical equipment is tested on a regular basis;
- g. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- h. ensure health and safety issues associated with major building projects are complied with;
- i. ensure that incidents, near misses and dangerous occurrences are reported via the County Council's on-line incident reporting system, minor injuries form or hazard reporting system, as appropriate;
- j. monitor incident trends to identify methods of reducing accidents;
- k. investigate and advise on hazards and precautions;
- l. ensure the necessary records are maintained relating to accidents associated with the work of the school;
- m. make regular reports on health and safety matters including buildings and safety management to the Governing Body;
- n. ensure safety procedures are developed and adhered to for operations carried out within the school by his/her staff and by outside contractors under his/her control;
- o. ensure that health and safety is considered as an integral part of teaching;
- p. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation;
- q. ensure that premises safety inspections are carried out at specified intervals e.g. weekly, termly, and annual recorded and that necessary remedial action is carried out;
- r. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocate or usage, etc;
- s. ensure that emergency procedures and fire evacuation practices are in place within the school;
- t. have a general oversight of health and first aid matters;
- u. monitor the general safety programme;
- v. publicise safety matters;
- w. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
- x. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
  - First aid.
  - Fire and emergency evacuation.
  - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

- y. monitor student health records prior to entry and to report/advise of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);

The Executive Headteacher will be contacted by the next senior teacher in the absence of the Head of School if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

### **3.3 The Federation Educational Visits Co-ordinator (EVC) will**

- a. be involved in educational visit management in order to ensure that the Children's Services' Off-site Activities and Educational Visits, Regulations and Guidelines are followed;
- b. work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- c. after discussion with the head of school and governing body, either approve proposal or submit proposal to the Schools Resilience Officer (Off-site Visits) at County Hall;
- d. ensure that the schools educational visits meet the Children's Services requirements;
- e. confirm that adequate risk assessments have been carried out;
- f. support the head of school in the management of and evaluation of educational visits;
- g. confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers.

### **3.4 Teachers**

Teachers are responsible too for the immediate safety of the pupils in their classroom. Each teacher will:

- a. develop policies based on Children's Services guidance documents for their curriculum specialist area;
- b. update colleagues within the school in any change in practice;
- c. issue safety guidance for their curriculum specialist area;
- d. carry out risk assessments for their curriculum specialist areas;
- e. follow safe working procedures personally;
- f. ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- g. give adequate safety information in lessons as required;
- h. ensure that special working procedures, protective clothing and equipment, etc., are provided and used where necessary;
- i. attend to general tidiness in the work area;
- j. ensure that clear instructions and warnings are given, to students, verbally and in writing as often as necessary;

- k. report defects and make recommendations to the head of school where necessary;
- l. ensure all accidents within the area of responsibility are recorded in line with the school policy.

### **3.5 Teaching Assistants and INAs**

The teaching assistant and INAs are immediately responsible to the teacher whilst the class is in session; otherwise their line manager is the senior manager on site.

Additionally, the teaching assistants will:

- a. be aware of any risk assessments for specific activities and follow safe working procedures personally;
- b. be familiar with the general and particular safety rules that apply to his/her area of work;
- c. maintain good housekeeping standards;
- d. ensure all accidents within the area of responsibility are recorded in line with the school policy;
- e. report defects to their line manager.

### **3.6 First Aid Co-ordinator/Nominated First Aider**

The First Aid Co-ordinator/Nominated First Aider, when on duty is responsible for supporting health and welfare issues within the school and in particular:

- a. to be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate;
- b. to maintain the school medical rooms and equipment;
- c. to assist in the monitoring of first aid equipment and boxes on school site;
- d. ensure all accidents within the area of responsibility are recorded in line with the school policy;
- e. to assist in the development and health promotion activities at the school.

### **3.7 The Site Manager/Caretaker will**

- a. undertake required premises safety inspections e.g. weekly, termly, and keep records of any faults identified (if appropriate);
- b. attend to defect reports and recommendations from the Headteacher or staff.
- c. keep records of hazards identified on site by staff and the remedial action taken and when;
- d. when liaising with contractors, assume the duties as outlined in 3.9 below;
- e. ensure all accidents within the area of responsibility are recorded in line with the school policy;
- f. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

- g. liaise with headteacher to ensure relevant safety and inspection information is shared.

### **3.8 Trade Union Safety Representatives**

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- a. represent the employees in consultation with the employer and with his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- b. investigate complaints by any employee he/she represents relating to health and safety and welfare at work;
- c. represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- d. receive information from inspectors;
- e. attend meetings of safety committees to which he/she is elected;
- f. inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions.

### **3.9 Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the school should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Headteacher for him/her to rectify.

Staff must ensure that a contractor arriving at site, report to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the County Council Policy on Asbestos and the Management of Contractors. Site manager to ensure hot work permit in place prior to any hot work commencing.

### **3.10 Members of Staff Generally**

Each member of staff is responsible for his or her personal safety and that of other persons in the school by the proper observation of school rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school). Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

*'It shall be the duty of every employee while at work*

*a) to take reasonable care for the health and safety of himself and other*



*persons who may be affected by his acts or omissions at work, and,  
b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'*

## **4. Staff Consultation**

Consultation with staff on health and safety matters will be via the staff meeting. Health and safety will be a standard agenda item every month and staff are encouraged to raise any concerns either via this process or individually. The aim of consultation is to improve and maintain health and safety policies and procedures within the school and to encourage effective communication regarding health, safety and welfare matters.

## **5. Crisis Management**

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Crisis Management Plan has been developed by the school and is summarised below.

### **5.1 Crisis Management Team:**

- The Executive Headteacher;
- Head of School;
- Caretaker/Site Manager;
- Chair of Governors/Health and Safety Governor
- Office Staff

### **5.2 Function of the Crisis Management Team:**

- to act as the decision-making authority for the management of an incident;
- to develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation;
- to establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans;
- to assess the nature, degree and likelihood of threats to the organisation's interests

- (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets;
- to test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

## 6. General Emergency Procedures

The summoning of emergency services is via the Office Administrator and Headteacher. In the event of a major disaster the Crisis Management Team must be alerted.

## 7. Fire Procedures (see also the Policy on Fire Safety Management)

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteers, etc are accounted for.

**The school secretaries** (or in their absence the senior member of staff) must take the registers and visitors book( which includes crisis management information).

Staff must report to the senior member of staff to confirm whether all of their pupils/visitors/volunteers, etc are safely out of the building.

**Teachers** must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Headteacher to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers or other visitors from their classrooms in times of emergencies. School plans showing breakglass points, fire exits, and evacuation routes will be provided in all classrooms.

**MDSA's** must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Head of School who will ensure that there is a lunchtime practice at least annually.

If any person is unaccounted for then a staff member designated by the Headteacher will check the toilets. The Headteacher will arrange staff to cut off supplies of gas and/or electricity should the need arise.

**The Head of School** will organise practice fire evacuations as appropriate, but at least three times per year, monitor for effectiveness and records kept within the fire log book. The fire alarm will be tested weekly.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the safety premises inspection. Any faults must be reported to the Headteacher for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Headteacher will ensure that these notices are displayed in a prominent position as part of the premises inspection.

**Any pupil with special needs** must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Head of School, if the class teacher or SENCO identify a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

## **8. Bomb Incident Management**

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Crisis Management Team will liaise with the Children's Services Department, Police and Fire Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the head of school or a member of senior management in their absence.

## **9. First Aid Procedure – Punnetts Town CP School has adopted ESCC policy on First Aid**

There will be at least 3 people on the staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time.

The named first aiders for the school are listed in Appendix A at the end of this document and also published in school on the noticeboard in medical room.

First aid boxes are kept in medical room. The First Aid Co-ordinator/nominated first aider provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed.

All injuries which come to staff attention, no matter how slight, should be recorded on the minor injuries form and/or County Council's on-line incident reporting system. This information will be shared with teaching staff so that parents can be effectively informed.

The minor injuries form and "bump notes" will be located in the medical room and should be completed by the person administering first aid. In case of doubt as to whether or not a child's parent should be immediately alerted, contact the school office or present first aider. Err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.

## **10. Accident Recording and Reporting - Punnetts Town CP School has adopted ESCC policy on Accident Recording and Reporting**

***In the event of an accident the following procedure must be followed:***

- render any equipment inoperative;
- summon assistance;
- if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider;
- if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians;
- if the injured is mobile then he/she should be taken for emergency treatment to the local hospital (Hospital contact details are attached at Appendix B). The school's secretary or senior manager is responsible for arranging for a member of staff to transport the student/staff to hospital.

The member of staff taking the injured person should:

- stay with the injured person and return with them; or
- stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff must report any accident (or near misses) involving themselves or visitors/volunteers by recording the details on the County Council's on-line incident

reporting system. Pupil accidents, depending on the severity will be reported either on the minor injuries form and/or County Council's on-line incident reporting system.

Specified categories of incidents are reportable to the HSE and these will be undertaken by the Occupational Health and Safety team.

All accidents will be investigated, including the review of relevant risk assessments, to prevent re-occurrence. The head of school will monitor the accidents to identify trends and the governing body will receive information on accidents on a regular basis.

## **11. Health Issues**

### **11.1 Smoking - Punnetts Town CP School has adopted ESCC policy on smoking**

In an effort to reduce the risk to health from passive smoking, this school is a no smoking site.

### **11.2 Alcohol and Drug Abuse - Punnetts Town CP School has adopted ESCC policy on alcohol and drug abuse.**

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. **The Staff Counselling Service**, leaflets are available in the staff room, will provide confidential help and support.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

### **11.3 Staff Wellbeing - Punnetts Town CP School has adopted ESCC policy on staff well-being and stress management**

Stress is defined by the Health and Safety Executive as "the adverse reaction people have to excessive pressures or other types of demands placed on them." This distinguishes stress from the pressures or challenges that provide the motivation for everyday living.

Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee's personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone's ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

#### **11.4 Expectant Mothers - Punnetts Town CP School has adopted ESCC policy on new and expectant mothers**

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and will return to work while they are still breast feeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

##### **Procedure**

- Staff (full and part-time) are required to inform their line manager and Personnel and Training as soon as possible and in writing when pregnancy has been confirmed.
- The line manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed every four/six weeks.
- The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

## **12. Risk Assessments and Guidance Notes - Punnetts Town CP School has adopted ESCC policy on risk assessments**

Specific risk assessments are required for activities involving fire, manual handling, hazardous substances and the use of display screen equipment while more general risk

assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been completed on your behalf, the content of these assessments will form part of the induction process. Any changes to the risk assessments will be discussed at staff meetings and all staff must ensure that the risk assessments are implemented when undertaking any activities. Copies of these assessments are held by the caretaker or school office and are on the school's computer network under risk assessments.

The following staff will complete risk assessments for the areas highlighted below:

- Premises                      Head of School
- Curriculum                  Subject Leaders
- Off-site Visits              Group Leader
- Individual/specific        Head of School

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

## **13. Specific Hazards.**

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

### **13.1 Asbestos – Punnetts Town CPS has adopted ESCC policy on asbestos**

The school has had an asbestos survey completed for the premises and staff will be informed of the locality of any asbestos containing materials within the school and should record that this has been undertaken. Asbestos materials in good condition are safe unless asbestos fibres become airborne, which may happen when materials are damaged. It is essential that where asbestos has been identified that staff follow the safe working systems within the school and ensure that the fabric of the building is not disturbed and follow the escalation procedure in the Asbestos policy where damage to an asbestos material has been identified. June or Sheila have been nominated to liaise with contractors to ensure that they are provided with relevant safety information and will approve works to be undertaken in school.

### **13.2 Legionella – Punnetts Town CPS has adopted ESCC policy on legionella**

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise



awareness of standards and ensure compliance with specific statutory requirements. Therefore a process is in place to commission a risk assessment of our water systems that will be reviewed on a bi-annual basis or where there has been a physical change to the water distribution system along with the risk assessment recommended regular monitoring undertaken by the site manager/caretaker.

### **13.3 Display Screen Equipment (DSE) - Punnetts Town CP School has adopted ESCC policy on DSE**

All staff that use PCs must complete the Workstation Self Assessment Checklist to be returned to the head of school.

The nominated DSE Assessor is the headteacher and an audit of all staff has been undertaken to identify those staff who would be considered as DSE 'users'. A list of these staff is contained in Appendix A. DSE 'users' are entitled, if they wish to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.

The optician's fee for the eyesight test will be reimbursed by the school. The standard letter must be completed by the employee prior to the eye test, and taken to the optician. The employee must return the completed form to the Head of School after the test.

If the optician confirms that a user requires new visual correction specifically for work with DSE, as indicated by a tick in box 3 of the Optometrist's Report, the school will pay a contribution towards the cost. It should be noted that some users who already wear glasses may or may not need special glasses for display screen work.

### **13.4 Electrical Equipment - Punnetts Town CP School has adopted ESCC policy on use of electricity at work**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment, including Christmas lights is checked annually under the terms of the maintenance contract. The office administrator is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the headteacher immediately.

The headteacher must be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil. The headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations, etc.



### **13.5 Machinery and Equipment - Punnetts Town CP School has adopted ESCC policy on machinery and equipment**

An inventory of all equipment is kept by the office administrator. The hand tools available are to be used under **strict guidance and close supervision of teacher or teaching assistant**, when used by pupils. Such equipment – even simple items such as scissors – must be put away before a wet playtime where there is a chance that an accident might occur due to a lower level of supervision.

### **13.6 Manual Handling - Punnetts Town CP School has adopted ESCC policy on manual handling**

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handle items. Close supervision is appropriate at all times.

The headteacher will be responsible for undertaking risk assessments for manual handling tasks for object and loads. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity. Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

### **13.7 Housekeeping - Punnetts Town CP School has adopted ESCC policy on workplace health, safety and welfare**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The caretaker will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The caretaker will report all hazards, obstructions, defects or maintenance requirements to the Head of School. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the Head of school. All waste will be disposed of according to appropriate health and safety guidelines.

### **13.8 Violence at Work - Punnetts Town CP School has adopted ESCC policy on violence at work**

All staff must report to the head of school any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via the County Council's on-line incident reporting system.

### **13.9 Off-site Visits**

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and Children's Services Policy on Off-site Visits.

### **13.10 Work Experience Placements - Punnetts Town CP School has adopted ESCC policy on work experience placements**

This school works in partnership with secondary schools, community colleges and universities to provide work placements and student placements. Any proposed placement should be discussed with the head of school in the first instance.

As the placement provider, risk assessments should be undertaken by the head of school/teacher as soon as the placement details have been agreed in conjunction with the secondary school/college/university and **before** the student takes up the work placement.

Providers should be informed in advance about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

Teaching staff must be aware of the risk assessment in order to ensure the safety of the work experience student whilst in the care of the school.

### **13.11 Hazardous Substances - Punnetts Town CP School has adopted ESCC policy on the control of substances hazardous to health.**

The school will keep an inventory of all hazardous substances on site and this will be kept up to date by the caretaker. Inspections will take place to:

- Identify all substances used;
- Assess the level of risk to health;
- Eliminate the use of substances or substitute a safer alternative;
- Introduce and monitor control measures to prevent risk.

### **13.12 Noise at Work - Punnetts Town CP School has adopted ESCC policy on noise at work**

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff, or visitor detecting a potential problem will report immediately to the head of school.

### **13.13 Lettings**

If the school is let, the Head of school must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

## **14. Administration of Medicines (see also the Policy on the Administration of Medicines)**

The school has a separate policy on the local arrangements for the administration of medicines and staff should make themselves familiar with the content of that document.

As a summary, the school secretaries will administer medicines and keep a record that they have been given. We must stress that children should not be at school if they are unwell and if at all possible, children should receive their medication at home.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered.

The smallest practicable dose should be brought into school in individual original containers, which should be clearly labeled with the pupil’s name and dosage instructions. It is recommended that a primary school pupil should never carry medicine to and from school and medicines should be handed to the office administrator by the parent on arrival at school. A form is completed by the parent with the dosage to be administered and timings and this is held in the medical room.

## **15. Complex Health Needs (see also the Guidance on Supporting Children with Complex Health Needs)**

The school has a separate policy on the local arrangements for supporting children and young people with complex health needs and staff should make themselves familiar with the content that document.

Complex health needs may include the following:

- Restricted mobility;
- Difficulty in breathing;
- Problems with eating or drinking;
- Continence problems;
- Medical conditions e.g. diabetes, epilepsy;
- Susceptibility to infection.

## **16. Training and Information - Punnetts Town CP School has adopted ESCC policy on H&S training**

A training needs analysis will be undertaken by the headteacher to identify the mandatory health and safety training required for each member of staff and this will be reviewed annually. The training will be identified by using the Children's Services Health and Safety Training Policy and the head of school will ensure that staff are released for this training.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Headteacher will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform governors;
- assess the training needs of new members of staff.

Every member of staff will be made aware of the Children's Services Policy on Health and Safety and will be shown how to access the document via Czone. If any member of staff feels the need for training they must alert the senior management team.

The school has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

## **17. Monitoring Health and Safety**

Health and safety standards must be monitored by the senior leadership team in conjunction with the school governors by the following:

- SLT will include health and safety as part of the agenda of their regular meetings;
- the head of school will conduct an annual premises inspection;

- the governors' agenda and head of school's report to the governors will both have health and safety as standing agenda items.

## **17.1 Inspections**

To maintain and improve standards throughout the school a premises inspection will take place at least three times per year and records kept. The school will be inspected by Governors from the Health & safety committee and Sheila Longley – caretaker. When practical wither Inez Morse or Inez Morse sill accompany an inspection.

## **17.2 Auditing**

The governing body will undertake an annual audit to ensure that relevant documents and procedures are in place to comply with Children's Services Policies with an independent audit being undertaken on behalf of Children's Services by the Occupational Health and Safety team at agreed intervals. The action points identified through the audit will form part of the school development plan.

## **18. Visitors**

The Executive Headteacher, Head of School and governors must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency. The head of school will ensure that volunteers have the necessary safety information.

## **19. Trade Union Safety Representatives**

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the head of school on any relevant health and safety matters.

## **20. Safety Policy Review**

The school acknowledges that the Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Governing Body.

## Appendix A

### List of Useful Contacts in School

Health and Safety Governor	Mrs Simone Foy
Health and Safety Co-ordinator	Mrs Inez Morse
Educational Visits Co-ordinator	Mrs Inez Morse

First Aid Co-ordinator                      **Mrs Anita Saunders**

First Aiders

First Aid at Work:

Mrs Catherine Winter  
Mrs Suzanne Black

Emergency First Aid at Work:

Mrs Mel Smith, Mrs Keeley Fordham, Mrs Fiona Barnes,  
Mrs Lorriane Hutchinson,  
Mr Jamieson Agate, Mrs Jane Atherden,  
Mrs Sheila Longley, Mrs Jayne Stevens,  
Miss Tara Sherwood, Mrs Portia Langley,  
Miss Clare Prett

Paediatric First Aid:

Mrs Suzanne Black, Mrs Lorna Rumsey,

List of Display Screen Equipment 'users'

Mrs Anita Saunders  
Mrs Keeley Fordham  
Mrs Inez Morse  
Mrs Catherine Winter  
Miss Susan Conaway

All other policies named in this document can be found on c-zone

To access them:

[www.eastsussex.gov.uk](http://www.eastsussex.gov.uk)

czone – School management – Health and safety – A-Z

If you want a paper copy of any of these, please ask school office.

## **Appendix B**

### **Addresses and Contact Information for Local Hospitals.**

#### **Eastbourne District General Hospital**

Eastbourne  
East Sussex  
B21 2UD  
Telephone:  
(01323) 417400

#### **Conquest Hospital**

The Ridge  
St Leonards-on-Sea  
East Sussex  
TN37 7RD  
Telephone:  
(01424) 755255

#### **Uckfield Community Hospital**

Framfield Road  
Uckfield  
East Sussex  
TN22 5AW  
Telephone:  
(01825) 769999